

DD/A Registry

File OAM

72-0278

14 January 1977

MEMORANDUM FOR THE RECORD

FROM : John F. Blake  
Deputy Director for Administration  
SUBJECT: Review of Mr. Sorensen's Draft Confirmation Statement

STATINTL

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STATINTL

1. At approximately 8:00 A.M., Friday, 14 January 1977, [REDACTED] contacted me on the following matter. Mr. Sorensen had completed the previous evening a draft confirmation hearing statement. He had asked that it be reviewed by selected senior officers of the Agency and their comments be given to him. [REDACTED] told me he had made Messrs. Bush and Knoche, as well as [REDACTED] aware of this matter.

2. I asked [REDACTED] to immediately send me a copy of the statement as well as having other copies available for members of the 9:00 A.M. Meeting. I further told him I would think through an area of propriety that was on my mind on this issue.

3. The 9:00 A.M. group was convened as an ad hoc session of those present. I informed them of Mr. Sorensen's request and established the following ground rules, which met with approval of the collective body:

a. We would address ourselves only to institutional matters, i.e., correct any factual errors or present advice if we felt his portrayal of institutional positions should be reconsidered.

b. Grammatical changes would be accepted as a service.

c. We should not address ourselves to any matters in the statement that bore on his personal philosophy, explanations of any past acts or positions he had taken, etc.

d. We would meet as a body of equals and decisions would be approved by a consensus.

4. In previous discussion between [REDACTED] and myself it was agreed that [REDACTED] would furnish a separate statement to Mr. Sorensen.

STATINTL  
STATINTL

8. The meeting was conducted in the frame of reference discussed above and concluded at 10:00 A.M. About six professional observations were made that were to be relayed to Mr. Sorensen. At the conclusion of the meeting all copies of the draft statement, with the exception of [REDACTED] copy, were reclaimed and returned

[REDACTED]  
John F. Blake

Distribution:

Original - DDCI by hand (with 77-0277)  
1 - DDA Subject/DO NOT CIRCULATE  
1 - JFB Chrono

DDA:JFBlake:der (14 January 1977)

4 January 1977

Approved For Release 2001/09/04 : CIA-RDP80-00473A000300050027-9

BRIEFING - MR. THEODORE C. SORENSEN - DCI DESIGNATE

DD/A Registry  
File OFM

I. PURPOSE

In general to acquaint you with facilities and services available to you as DCI. There will be particular emphasis on protection to be afforded you once you are sworn to office. Bob Gambino, our Director of Security, will discuss this matter in some detail.

II. PERSONNEL MATTERS

Would like to discuss some personal matters, such as pay, availability of various kinds of insurance, and leave one form and ask you to execute it and return it before you are sworn:

A. Pay Data

On a subsequent visit, we can assist on the various federal and local tax forms.

B. Declaration of Appointment

Must be executed before being sworn to office.

C. Life and Health Insurance

Facts on Programs Available:

1) Life

- a) Federal Employees Group Life Insurance (FEGLI)
- b) Agency "UBLIC" Plan

2) Health

Information on various plans available. Can give you a detailed explanation of different benefits at a later date.

3) Travel Insurance

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III. MEDICAL

Suggest we get you and our Chief Doctor together soon after your arrival. We can assume responsibility for your health-care needs or furnish advice on private physicians.

IV. RESIDENCE

Will furnish a direct line to your home from our switchboard and give you secretarial-type of phone-operator service.

Will furnish a home safe.

V. OTHER FACILITIES

A. Executive Dining Room

B. [REDACTED]

Used for transport to training site, plus executive transport.

C. Furnished assigned vehicle

D. Glad to help out in any changes in your physical office you would like

VI. SECURITY

Suggest Mr. Gambino now concentrate on various matters pertaining to personal and official security.

ENTRANCE-ON-DUTY PACKAGE FOR DIRECTOR SORENSEN

Attached at Tab A: "Declaration of Appointee" (SF 61-B); "Statement of Prior Federal Civilian and Military Service" (SF 144); "Residence and Dependency Report" (Form 61); "Appointment Affidavits" (2). Presidential appointees need 2 Appointment Affidavits, and both are to be signed personally by the appointee and the official who administers the Oath of Office. One copy is kept in the appointee's Official Personnel Folder and the other is forwarded to the Department of State. If the Oath is administered at the White House, the White House will usually take care of the Appointment Affidavits, along with securing the official Commission. If, as in the case of Mr. Bush, the Oath is administered at the CIA, it is our responsibility to ensure that the Appointment Affidavits are signed as required.

STATINTL

Tab B -- Pay Matters: The Pay Sheet was prepared by the Office of Finance and delivered to the Office of Personnel by [REDACTED] We have no idea where Mr. Sorenson plans to reside; thus, for local income tax purposes, we have included forms from Maryland, Virginia and the District of Columbia. We have filled in his name and date of birth based on information obtained from "Who's Who."

Attached at Tab C is information concerning Federal Employees' Group Life Insurance (FEGLI).

Attached at Tab D is a health benefits registration form and information concerning various health insurance plans.

Attached at Tab E are cards containing information about PUBLIC, Flight and Accident insurance, Air Flight Trip Insurance, and Military Air Flight Trip Insurance.

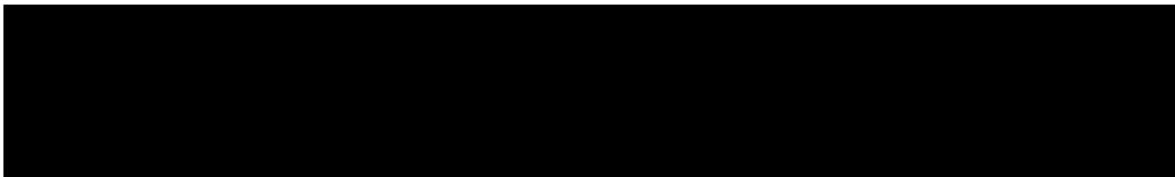
Attached at Tab F is information concerning Central Processing Branch, the Physical Fitness Room, and the Employee Activity Association. Along with the information on EAA, we have included an application form which shows the amount of money required for various types of membership.

Attached at Tab G is an application card and brochure concerning the Credit Union. Also, the Assistant Manager of the Credit Union prepared a memorandum which contains additional information about the Credit Union. You might want to have this with you in case you are asked any questions, but it is probably more than you will need.

30 December 1976

EXECUTIVE SECURE VOICE NETWORK:

Plans are under way to provide secure voice capability from key Agency official residences to the CIA Operations Center. The interim system will be VHF and utilize a crypto chip for speech encryption. The VHF radio



component of the system, and will allow secure voice conversations to the Operations Center as well as to each residence within the net.

The system is push to talk, and being VHF will require an antenna similar to that used for TV reception. It should be noted that this system is interim until such time as an efficient cost effective wire line system is available. Prior to installation in any residence, a communications survey must be accomplished to ensure the system will function.

Components of the Headquarters portion of the system are scheduled for installation in January 1977, to be followed with system installation in three residences shortly thereafter.

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30 December 1976

SECRETARIAL ASSISTED TELEPHONE SERVICE:

Secretarial telephone operator service is provided on a continuous basis to both the Director's office and residence. The Telephone Branch maintains a list of persons and telephone numbers frequently called by the Director. This list is utilized to assist in expeditiously contacting persons for the Director. Also, when the Director travels, the Telephone Branch is furnished appropriate information to allow him or other members of his entourage to be contacted should the need arise.

Calls received at the switchboard requesting the Director by either name or title are screened by the operator to the extent possible. If the call is deemed legitimate, it is passed to the Director's secretary along with the name of the individual calling. "Crank" calls, if they can be identified, are passed to the Office of Security. A list of known individuals who regularly make "crank" calls to the Director is maintained by the Telephone Branch to assist in the screening process.

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**Next 1 Page(s) In Document Exempt**

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DDA 77-0609

77-6310/1

CIA Registry  
File 04M

2 February 1977

MEMORANDUM FOR: Acting Director of Central Intelligence  
FROM : John F. Blake  
Deputy Director for Administration  
  
Hank:

By memorandum of 9 July 1976 to [REDACTED] you STATINTL  
appointed him as your Special Assistant for SIGINT and  
as Chairman of a SIGINT Task Force. It would appear in  
order to cease both appointments at this time. I have  
drawn up for you, accordingly, a letter going to Jack  
which would receive the same distribution as your memorandum  
of 9 July. I have also prepared notes for your signature to  
Messrs. [REDACTED] and Jim Hirsch.

STATINTL

STATINTL

[REDACTED]  
John F. Blake

3 Atts

Distribution:  
Orig - A/DCI w/Orig of Atts  
1 - ER w/cy atts

SUBJECT: Letter of Appreciation to Mr. [REDACTED] from STATINTL  
Mr. E. H. Knoche, Acting Director, dated  
Approved For Release 2001/09/04 : CIA-RDP80-00473A000300050027-9

Distribution:

Orig - Adse  
1 - ER  
1 - DDI  
1 - DDA  
1 - DDO  
1 - DDS&T  
1 - Comptroller  
1 - C/Div D  
1 - D/OEL  
1 - D/DCI/IC  
1 - OLC  
1 - OGC  
1 - IG

STATINTL

Washington, D.C. 20505

Executive Registry
77-6310

3 FEB 1977

[REDACTED]  
Special Assistant for SIGINT  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Jack:

On 9 July 1976, I wrote you asking that you serve as my Special Assistant for SIGINT and as Chairman of a SIGINT Task Force to furnish me certain recommendations by 15 January 1977. Your tasks have now been concluded and I wish to express my very deep respect and appreciation for all that you have accomplished.

As we are all aware, developments that took place after my memorandum of 9 July vastly increased the assignment that was given you. First, you had to be responsive to the report from the House Appropriations Committee and, following that, take on the arduous and extremely important negotiating role with the National Security Agency on the matter of our relationships with that agency in trying to arrive at an acceptable definition of the nature and scope of the CIA SIGINT Program. You have handled all these tasks in a most masterful fashion, with a simultaneous demonstration of both diplomacy and tenacity. Your dedication and accomplishments earn my highest commendation and should be a matter of great personal satisfaction to you.

Faithfully yours,

7s/ E. H. Knoche

E. H. Knoche  
Acting Director

SUBJECT: Letter of Appreciation [REDACTED] from  
Mr. E. H. Knoche, Acting Director, dated

STATINTL

Distribution:

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1 - OGC  
1 - IG

Executive Registry

77-6310

Washington, D.C. 20505

3 FEB 1977

Mr. James V. Hirsch  
Member, SIGINT Task Force  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Jim:

STATINTL  
I have written [REDACTED] today thanking him for his outstanding accomplishments in fulfilling the tasking I gave him on 9 July 1976 as my Special Assistant for SIGINT and as Chairman of the SIGINT Task Force.

I wish to extend my highest respect and appreciation to you as a member of that Task Force. I am most aware that your activities were greatly expanded over that which was originally envisioned. The dedication and expertise you demonstrated all during this period was of the highest order and should be a matter of great personal satisfaction to you.

I should like to extend my congratulations to you on your new position and wish you the very best of luck. I have great interest in our new organizational approach to SIGINT and I stand ready to be of assistance to you at any time I may do so.

Faithfully yours,

/s/ E. H. Knoche

E. H. Knoche  
Acting Director

The Director

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Executive Registry

77-6310

Washington, D.C. 20505

3 FEB 1977

STATINTL

[REDACTED]  
Member, SIGINT Task Force  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Ed:

I have this date written [REDACTED] thanking him  
for the accomplishment of the tasking I gave to him,  
and through him to you, on 9 July 1976.

STATINTL

As I mentioned to Jack, your task turned out to  
be of much greater scope than we originally envisioned.  
I know it was a most demanding, if not at times  
excruciating, experience for you and I wish to express  
my deep appreciation for your contribution to the  
accomplishments of the Task Force.

May I also take this opportunity to extend my  
compliments to you on your new position and to wish you  
all possible success in it. As always, I stand ready  
to be of as much assistance to you as possible.

Faithfully yours,

/s/ E. H. Knoche

E. H. Knoche  
Acting Director

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TRANSMITTAL SLIP	
TO: DDA	
ROOM NO. 7D-24	BUILDING Hqs.
REMARKS:	
FROM: Acting Director	
ROOM NO. 1 FEB 55	BUILDING EXTENSION

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2 February 1977

MEMORANDUM FOR: Acting Director of Central Intelligence  
FROM : John F. Blake  
Deputy Director for Administration

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STATINTL

[REDACTED]  
John F. Blake

3 Atts

Distribution:

Orig - A/DCI w/Orig of Atts  
1 - ER w/cy atts

STATINTL Atts: Letters to [REDACTED] and Hirsch for E.H. Knoche's Signature

- 1 - DDA Subject w/cy atts (unsigned)  
1 - DDA Chrono w/o atts  
1 - JFB Chrono w/o atts

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DDA:JFB:der (2 Feb 1977)

STATINTL

Washington, D.C. 20505

[REDACTED]  
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Central Intelligence Agency  
Washington, D.C. 20505

3 FEB 1977

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Washington, D.C. 20505

3 FEB 1977

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Acting Director

The Director

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Washington, D.C. 20505

3 FEB 1977

STATINTL

[REDACTED]  
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Central Intelligence Agency  
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Acting Director

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